

**MINUTES OF THE
August 5, 2015
URBANA CIVIL SERVICE COMMISSION MEETING
Called by the Commission**

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on August 5, 2015 in the Executive Conference Room of Urbana City Hall.

Commission Members: Present: Marion Knight, Thomas Betz and Traci Nally.

Staff Present: Todd Rent, Civil Service Chief Examiner Elizabeth Borman, Assistant Human Resources Manager, Rhonda Collins, Benefits Coordinator II and Lorrie Pearson, Planning Manager.

Proceedings

Commissioner Knight called the meeting to order at 4:01 p.m. and Ms. Collins recorded the minutes. A quorum of commissioners were present, and the meeting, having been duly convened, was ready to proceed with business.

Approval of Minutes

Staff presented to the Commission the minutes of the July 8, 2015 meeting of the Commission for approval, whereupon motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

1. Action Items.

A. Establish Passing Score for Fire Fighter exam

Human Resources Staff requested deferral of this action item until the next scheduled meeting.

B. Consider reclassification for Administrative Assistant I (Planning Division).

Planning Manager Lorrie Pearson requested that the Commission approve the reclassification of the current Administrative Assistant I in the Planning Division to an Administrative Assistant II. The position duties over the years have increased in complexity and autonomy without a corresponding reclassification, including level of involvement with Boards and Commissions and compliance with the Open Meetings Act. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

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C. Request decertification of Housing Inspector Register (2014)

Human Resources Staff requested decertification of the Housing Inspector (2014) register. All of the candidates on the register have been considered and the hiring authority requests re-posting the position so there is a larger pool of candidates to consider. Commissioner Nally moved for approval and Commissioner Knight seconded. After discussion, motion passed.

Informational Items.

A. Fire Fighter Exam

Elizabeth Borman, Assistant Human Resources Manager updated the Commission on the Fire Fighter exam status. There was an 80-85% attendance rate for the exams.

B. Vacancies

Current vacancies include, Administrative Assistant II, Parking Enforcement Officer, Police Services Representative, Operations Supervisor and Grants Compliance Specialist.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,
Rhonda Collins, Recording Secretary